

**Matt Blunt**  
Governor



**Michael N. Keathley**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
<http://www.oa.mo.gov/acct/>

**Thomas J. Sadowski**  
Director  
Division of Accounting

## **MEMORANDUM**

TO: State Agencies

FROM: Division of Accounting

DATE: May 11, 2006

RE: SAM II HR Fiscal Year End

This memorandum contains key information needed for the Fiscal Year End process in SAM II HR. Please share this information with all individuals in your agency responsible for any of these payroll and financial functions.

### **Payroll Check Cancellations or Replacements**

ALL payroll checks to be cancelled or corrected should be submitted with a Supplemental Request Form to OA/Accounting no later than noon, July 3, 2006, to be included in the final Supplemental Cycle of the Fiscal Year. This includes any past payrolls and the June 30, 2006 payroll cancellation and corrections.

### **Security Changes**

Changes to the Organization structure may require changes to security as well. Agencies should submit the security change forms through normal channels in advance of the Fiscal Year End processes.

### **PPER Entry**

Assure all PPER documents for event dates prior to 6/16/06 are in ACCPT status prior to the Regular paycycle to be run on July 6<sup>th</sup>. System controls will be set after this cycle to prevent any prior fiscal year timesheets from being entered. Agencies will have only one paycycle in July to enter PPERs for dates prior to 6/16/06.

### **Recycled Overtime/Compensatory Time**

Any overtime or compensatory time worked during the June 1-15 paycycle will be processed and banked with the June 30 check, however pay-outs on a future paycycle will charge to the LDPR that is in effect at the time of pay. Agencies should ensure that all accounting codes are still valid in the new fiscal year for LDPRs that are still active.

### **Object Codes 2005/2010**

Overtime paid is charged in full to Object code 2010 as long as the time had been banked prior to pay-out. If immediate pay-outs are occurring, the base pay portion will be charged to 2005, but the premium portion will charge to 2010.

### **ADNT Updates**

If agencies utilize a specific document numbering format that denotes a fiscal year or need new document numbering entries associated with newly created orgs, notify Angie Neiman via email at [Angie.Neiman@oa.mo.gov](mailto:Angie.Neiman@oa.mo.gov) no later than 6/1/06 to add new ADNT entries for the new fiscal year.

### **FX, PX, and JC Documents in Financial**

Agencies are responsible for the review and cleanup of the SAMII Financial Suspense File (SUSF) of all rejected Federal Aid Charge (FX), Project Charge (PX) and Job Charge (JC) documents from payroll. The Financial SUSF table is reviewed in an automated process on a quarterly basis during the fiscal year. The FX, PX, and JC

documents remain on SUSF until the document is a minimum of three months old from the original document generation date. If the document remains on SUSF over three months, in REJECT or PEND status, the document is deleted from SUSF.

### **Accounting Changes for May Payrolls**

Agencies must have payroll accounting change forms (PACC) for May payrolls submitted to OA/Accounting no later than June 18, 2006.

### **Accounting Changes for June Payrolls**

Agencies must have payroll accounting change forms (PACC) for June payrolls submitted to OA/Accounting no later than Noon, July 15, 2006.

### **HR SUSF Review**

Agencies should conduct continual reviews of the HR SUSF file and delete any rejected CPER documents that can no longer be processed as a CPER. OA has implemented an automated process to purge documents older than 60 days (90 days for PPER) that are not in HELD status.

### **Position Record Review**

For Position changes with effective dates prior to June 16, 2006, the PSMTs must be entered and approved prior to the paycycle run on July 6, 2006.

### **LDPR Updates**

A memo will be distributed to agencies by May 16, 2006 regarding the review and update of FY07 LDPRs. Detailed instructions will be included in that memo. **Agencies will need to request the diskette for updates.** The diskette will be in Access 2000.

### **Chart of Accounts Updates**

Chart of accounts changes must be coordinated with agency Fiscal Officers in conjunction with SAMII Financial deadlines. Please refer to the Reference Table Additions section in the SAMII Financial FYE Accounting Procedures Memo at <http://www.mo.gov/mo/samii/fin/bulletins/FY06FY07FYEMemo.pdf>

### **RPTG Table Update**

RPTG table entries for FY06 and FY07 are currently on the SAMII Financial RPTG table and agencies may update the data as necessary. All reporting categories that affect payroll **must** be updated on the RPTG table in SAMII Financial prior to 6:00 p.m. on June 30<sup>th</sup>.

### **HR Online System Availability**

In order to enter a new FY07 PSMT or related ESMT, the Expense Budget load process must be completed in both SAMII Financial and SAMII HR. SAM II HR system will go down at 6:00 p.m. on June 30 and remain down until the FYE load is complete. Agencies will be notified when the system becomes available.

### **Timesheet Entry for June 16-30 Pay Period**

The pay period of June 16-30 is a FY07 item since it pays on July 14. Prior to SAMII HR's FYE update, transactions and timesheet documents with FY07 specific information will reject upon entry. Timesheet documents (CPER, PPER, CITS, and CREW) can remain in REJECT status until SAMII HR's Fiscal Year End processes are completed. Agencies should not re-enter rejected timesheet documents since they can be re-edited and approved **AFTER** we have notified agencies of HR system availability. The timeframe will be **very limited** for entry of June 16-30 pay period timesheets. Agencies should refrain from future period timesheet entry during this time.

### **Data Warehouse Availability**

HR Data Warehouse will be available during the fiscal year end process with the exception of the Regular paycycle run on July 6-7. Should there be any unscheduled downtime, it will be communicated through the SAM II HR email distribution list.

### **Payroll Processing Calendar**

Please review the Payroll Processing Calendar posted on the SAM II HR web site at <http://www.mo.gov/mo/samii/hr/ProcSched2006.pdf>. The July 14 check date will be processed beginning at 6:00 p.m. on July 6, 2006. Agencies will be able to enter timesheets until that time. Due to limited system availability for FYE processing, it is recommended that ESMT transactions for the pay period of June 16-30, be submitted by July 1 for guaranteed approval. Any new FY07 PSMTs and related ESMTs should be entered as soon as possible upon

HR system availability in July, for Division of Personnel's approval. The Division of Personnel will coordinate approvals with Agency personnel, which may require assistance during the period of July 1-6. Agency interface files should be submitted in time for the Daily cycle on Wednesday evening, July 5, 2006.

### **IT Consolidation**

OA is coordinating the changes with the agencies affected by the IT Consolidation. Any questions regarding this should be directed to [Rachel.Anderson@oa.mo.gov](mailto:Rachel.Anderson@oa.mo.gov)

### **Questions**

If you have any questions regarding the information in this memorandum, please contact Vandee DeVore, Central Payroll Manager, at 573-522-5863 or [Vandee.DeVore@oa.mo.gov](mailto:Vandee.DeVore@oa.mo.gov) .